Claim Ref:

Discretionary Housing Payments (DHP) Claim Form

You may be able to get extra help with your rent if:

- You already receive Housing Benefit, but not all of your rent is covered by benefit, and
- Your circumstances are creating financial difficulties and you need extra help with your housing costs

It is important that you give as much information as possible.

If you are reapplying for a DHP because a previous award has ended, please state clearly what steps you have taken to improve your current situation. Please include steps you have taken to look for a new property and/or to find work/increase your hours.

If you do not answer all the questions fully, it will mean there could be a delay in us being able to make a decision about whether we can help you. We may also need to visit you, interview you, or write to you for more information about your answers.

Please do not contact us for eight weeks from when you send the completed form back to the Council, this is to allow enough time to process your claim.

Part A

1. Your name

2. Your Address

3. When did you move into your home?	/ /

4. Why did you move from your last home?

5. Did you ask Harrow Council or check the website to see how much we might pay towards your rent before taking on the tenancy?	Yes		No	

If yes, what did we tell you?	£

If we told you the maximum we could pay in Housing Benefit was less than your rent, why did you agree to the tenancy?

If no, why didn't you ask?

6. Please tell us everything you did to try to find a home. What areas did you look in?

7. Was your last home rented? Yes ☐ No ☐

If yes, how much was your rent? £

Was your rent paid weekly or monthly? *Please tick* Weekly ☐ Monthly ☐

If no, where did you live, e.g. with parents?

8. Have you asked your landlord or agent to reduce your rent? Yes ☐ No ☐

If yes, what was the decision?

If no, why haven't you asked?

9. Do you have rent arrears? Yes ☐ No ☐

If yes, how much do you owe? £

How many weeks is this for?

10. Have you been given a notice to leave, or quit your current home? Yes ☐ No ☐

If yes, when do you need to leave by? / /

We will need to see proof of the notice to quit, so please send or bring it to this office

11. What have you done to find somewhere else to live?

12. Have you contacted the Council's housing advice team or any other agency? If so please state who you contacted and what advice were you given. Are they still helping you? If so, please explain what help you are receiving.

13. Is there someone you could stay with if you were evicted?

If yes, please say who you can stay with and their address

14. Is there a family member, or a friend who could help you pay your rent? Yes ☐ No ☐

If yes, please say how much they could pay towards your rent. £

Part B

15. Is your home suitable for your family's needs, e.g. if you are disabled and cannot manage the stairs is this property on the ground floor? Yes ☐ No ☐

If yes, why is it particularly suitable? Please give as much detail as possible.

16. Did you need to have your home adapted to suit your family's needs? Yes ☐ No ☐

If yes, please give details?

17. Is there someone in your family who has extra costs because they have particular needs, or are sick? e.g. a special diet, special equipment etc. Yes ☐ No ☐

If yes, please tell me their name/s, how much the costs are and what they are for

18. Do your children have special educational needs or whose education could be affected if they have to move? Yes ☐ No ☐

If yes, which school do they go to? What are their special educational needs/how will a move affect them?

19. Do you have any additional expenses because you work, such as travel costs? Yes ☐ No ☐

If yes, please state how much the costs are, where you travel to and what the expenses are

20. Do you have any belongings that you could sell to help with your expenses? Yes ☐ No ☐

If yes, please give details?

21. Has a recent change in your circumstances made it harder for you to pay your rent? Yes ☐ No ☐

If yes, please give details of this change and how it has affected you

22. If you have been affected by the Benefit Cap, please explain what you have done / will do about finding a cheaper place to live now that your Housing Benefit has been reduced.

23. Please explain what you have done / will do about finding work now that your Housing Benefit has been reduced because of the Benefit Cap.

24. If your Housing Benefit has reduced as you have a spare bedroom(s). Please explain what you have done / will do about finding a smaller place to live now that your Housing Benefit has been reduced.

Part C

25. Please use the space below to tell us anything else you think we should know about your situation that will help us make a decision?

26. If you do not receive extra help with your rent how do you think this will affect you?

27. **Please complete the attached income and expenditure form, even if you are receiving Income Support or Job Seeker's Allowance.**

Part D
If we award a Discretionary Housing Payment, this will be paid into your bank account. Please give the account details below: **Please also provide a recent bank statement for this account.**

Sort Code								
Bank Account Number								
Building Society Roll Number								
Bank Account Name								

If you are in arrears with your rent,we can pay the Discretionary Housing Payment direct to your landlord. If you want us to do this, please give your landlords bank account details below:

Sort Code								
Bank Account Number								
Building Society Roll Number								
Bank Account Name								

Declaration

I am asking for extra help with my rent, as I am experiencing financial difficulties.

As far as I know, the information I have given is correct. I understand the information provided will be used for the Council to carry out and perform its statutory duties. It may also be shared with internal departments and external partners for this purpose and may be used for the prevention and detection of crime. We will not give information about you to anyone else, unless the law allows us to.

I will notify you immediately if my circumstances change.

Signature		Date	/ /

We will make a decision on your claim within one month of getting all the information we need.
Please return this form and any supporting documentation within **one month.** The address is:

Housing Benefit Office
Civic Centre
PO Box 730
Station Road
Harrow
Middlesex
HA1 2DU

If you do not return your form within one month you may need to reapply.

Discretionary Housing Payment Form Completion Notes

Please read these notes before completing the claim form.

Please fill in the form correctly and give as much information as you can. We can only make our decision on the information you have given us. This will help us make the right decision.

If you have any questions and have Internet access, you may find the answer at MyHarrow Account, https://myharrowaccount.harrow.gov.uk , or on our website www.harrow.gov.uk If you are not able to resolve the query this way, please complete an enquiry form on our website and this will then be logged to your account for action.

If you wish to visit our One Stop Shop, you will need to make an appointment by visiting the website using the following links (depending on the service you require): www.harrow.gov.uk/counciltax or www.harrow.gov.uk/benefits

Each note below refers to the corresponding question number on the form.

Part A

1. Please give your full name
2. Please give your full address
3. Please give the exact date you moved in to your current address
4. Please give all the reasons why you left your last home
5. Tell us if you asked how much Housing Benefit Harrow Council would pay toward your rent. What advice did we give you? Did you you check the Local Housing Allowance rate for size of property you needed before you moved in? If your answer is 'yes', why did you take the property when you knew your rent would be restricted?
   If your answer is 'no', please tell us why you did not ask for this.
6. Please tell us where you looked for a home. What areas of the Borough did you look in, what price range and size were you looking for?
7. Write the amount of rent you paid for your last home and say if it was weekly or monthly. And tell us if it was in the borough of Harrow. If you did not pay rent please say where you were living.
8. Say if you have asked your landlord to accept a lower rent and the outcome of this. If you have not asked your landlord please say why you did not ask.
9. Do you owe your landlord any rent? Say how much you owe and how many weeks this is for.
10. Tell us whether your landlord has given you a letter telling you to leave the property by a set date.
11. Have you looked for somewhere else to live?
    If yes, please give details of where you looked (e.g. newspapers, letting agents) and in what areas. If no, please say why you have not looked.
12. Please tell us whether you have you contacted the Council's housing advice team or any other agency? If so please state who you contacted and what advice were you given. Are they still helping you? If so, please explain what help you are receiving.
13. Tell us if there is somebody who would let you move in for a while if you had to leave this property.

14. Do you know somebody who could help you pay the full rent? If so, say who could help you and how much they could pay.

Part B

15. Tell us about special features and adaptations that you need in your home and say who in your family needs them. Please say why they need these adaptations.

16. What changes have been made to this home to suit your needs?

17. Say who in your family has special needs and what their special needs are. Say how much you spend each week on special needs, such as special diet, use of special equipment, costs towards personal care.

18. Give details of your child/children's special needs and any extra money you have to spend.

What are their special needs? Say if they need to attend a particular school for any reason. Is their education likely to be disrupted if you have to move?

19. Give details of any expenses you have relating to work. This may be high travel costs because you had to get a job a long way from where you live.

20. Give details of anything you have that you could sell.

21. Tell us about any changes in your circumstances that have made it harder for you to pay your rent and/or council tax.

22. If you have been affected by the Benefit Cap, please explain what you have done / will do about finding a cheaper place to live now that your Housing Benefit has been reduced.

23. Please explain what you have done / will do about finding work now that your Housing Benefit has been reduced because of the Benefit Cap. Please note, that our Help pages offer useful information about how to find work www.harrow.gov.uk/help

Harrow's Xcite team may be able to provide support to help you find work with emphasis on identifying and overcoming any barriers that are currently in your way. They can help you with CV writing, confidence building, numeracy and literacy workshops, as well as providing you with valuable resources to help you find job vacancies. You can contact them on on 020 8736 6538 / 020 8736 6083 or by Email: edo@harrow.gov.uk

24. If your Housing Benefit has reduced as you have a spare bedroom(s). Please explain what you have done / will do about finding a smaller place to live now that your Housing Benefit has been reduced. Please visit our Housing webpages for further advice www.harrow.gov.uk/housing

Part C

25 & 26. Please tell us about anything else you feel is relevant that you have not already told us about. We can only make our decision on the information you have given us.

27. Complete the income and expenditure form with as much detail as possible. You need to complete this form even if you receive Income Support or Jobseekers Allowance. We may ask you for proof of your income and expenditure.

Claim ref:

Claim ref:

Statement of Income and Expenditure

Please complete this form. It will help us decide if we can give you any extra help with your rent. Please give as much information as you can. You must provide proof of your income and expenditure.

Income Details (Please say if the income is weekly, monthly or quarterly)

	Your Income £	**Your Partner's Income £**
Housing Benefit		
Income Support/Jobseekers Allowance		
Tax Credit		
Child Benefit		
Other benefits including Attendance Allowance, Disability Living Allowance, Invalid Care Allowance **		
State Pension		
Other pensions		
Take home pay		
Maintenance payments		
Student grant		
Rent paid by lodgers		
Other income		
Total		
Savings		

** If you and/or your partner are disabled and pay someone to help you do the things you cannot do for yourself, please make sure you put these expenses on the expenditure form attached in the box marked 'Other'.

Please now complete the expenditure form.

Claim Ref:

Expenditure details (Please say if the expense is weekly, monthly or quarterly)

Item of Expenditure	**Amount of Expense £**	**Details of Expense**
Rent		
Council Tax		
Housekeeping/food		
Food – special diet		
School meals		
Clothing		
Gas		
Electricity		
Water		
TV Licence		
TV – (Sky, Virgin etc.)		
Telephone		
Tobacco/Alcohol		
Insurance (Life/Home etc.)		
Hire Purchase		
Loans		
Credit cards		
Court Orders/fines		
Council tax arrears		
Rent arrears		
Work expenses		
Maintenance payments		
Child care costs		
Payments to Benefits Agency		
PEP, personal pension, annuity		
Other exceptional/unavoidable (please give details of what these are)		

Please tell us if any of your debts will be paid off within the next 12 months and what these debts are.

Declaration: As far as I know this information is correct.

Signature | Date / /

If there is any other information you think we should take into account, please put it on a separate sheet and return it with this form.

Claim ref: